![aglearn+ adding to your knowledge]

Notes

Be sure to check the date in the upper right hand corner to make sure you are using the latest version of this job aid.

Setting Up a Live Meeting for AgLearn Registration

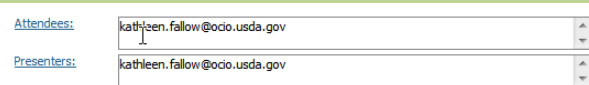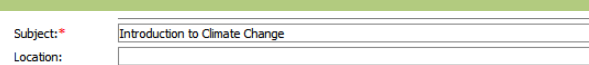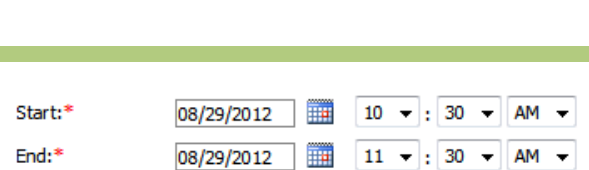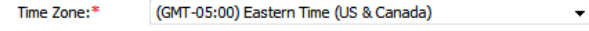If you are planning to have participants register for your LiveMeeting webinar in AgLearn, please review the SOP document for setting up a webinar. As the LiveMeeting POC, you are responsible for creating the meeting and then sending the *Webinar Access Details Document* to the AgLearn POC so that he/she can create the Item, build the scheduled offerings and attach the document to the registration confirmation email. The AgLearn POC cannot begin to accomplish those tasks until he/she receives the *Webinar Access Details Document* from you. *Please follow the SOP time guidelines carefully and allow a full four weeks between the time you create your LiveMeeting and the time the first webinar is scheduled to be held.*

Step	Activity	View
1.	Access the LiveMeeting Manager at: https://wctslivemeeting.ocio.ad.usda.gov/lmportal/WelcomeOrganizer.htm. Enter your User Name and Password; then click **OK**.	
2.	Select **Login to Live Meeting.**	
3.	Select **Schedule Meeting.**	
4.	Enter your email address in both the **Attendees** and **Presenters** boxes.	
5.	In the **Subject** box, enter the title of the webinar.	
6.	Use the calendar icon and drop-down lists to enter the start date/time and the end date/time.	
7.	Set the Time Zone.	

This will allow you to create the notices used by the AgLearn POC.

Fields with a red asterisk * are required fields. A location does not need to be entered.

Notes

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8.	Select **One time meeting**. **Note:** For most occurrences, one time meeting setting will be sufficient.	Occurrence:* [One time meeting ▼]

9.	Select the type of communication attendees will use. If you enable telephone conferencing, you will need to have the teleconference information including the participant code.	☑ Enable computer audio conferencing (Not available to participants using Web Clients) ⦿ Two way computer audio for all participants ○ One way audio broadcasting (mute attendees) ☐ Enable telephone conferencing

10.	Select the option to Send Invitations using your Email client.	⦿ Send Invitations using your Email client ○ Send Invitations using Live Meeting

11.	Click **Meeting Options**.	**Meeting Options**

12.	Change the **Meeting Size** to the estimated number of participants for your webinar.	**Meeting Details** Establish a Meeting ID and the type of meeting you are conducting. Meeting ID: TB82MW Language: English ▼ Bill to Code: Meeting Size: 50

13.	Select Free Entry to allow anyone with a Meeting ID to attend the webinar.
	
	 Note: This means that users will be able to select the link provided in your webinar access details document for immediate access to the webinar.
		Entry Control, Attendees
		 Invite attendees who are members of an Access Control List (ACL) or create your own Entry Code to control entry to the meeting. Alternatively, you can have a unique Entry Code generated for your meeting or allow free entry for attendees.
		
		 ○ Access Control List:
		   Only members of the account invited may attend.
		 ○ Entry Code:
		   Anyone may attend using the Meeting ID and Entry Code.
		   ○ Use this Entry Code
		   [ ] Entry Code Complexity Requirements
		   ○ Use a system generated Entry Code
		 ⦿ Free Entry:
		   Anyone can attend as an attendee using only the Meeting ID

This will allow you and your participants to enter the meeting room early or return at a later time.	**14.** Select **Both attendees and presenters can join the meeting at any time**.	**Meeting Entry Time** ○ Attendees can join 30 minutes before the meeting starts; presenters can join at any time. ⦿ Both attendees and presenters can join the meeting at any time.

	15. Make sure the Feedback definitions are set to colors. This will enable you to do a quick poll of your attendees. (Ex: "Please select the Yellow Feedback Icon if you've never teleworked")	**Feedback to Presenter:** ○ ■ Red ○ ■ Blue ○ ■ Yellow ○ ■ Pink ⦿ ■ Green

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16.	If attendees will be using computer headsets and microphones to participate in the webinar and you won't be using a teleconference line, select the first checkbox and either the first or second option button below it. If a teleconference line will be used, select the **Enable telephone conferencing** check box as well as the last two "Display …." checkboxes shown here.	**Setup** Important: To be able to use both telephone and computer audio conferencing in this meeting, you must first select the name of a conferencing provider. ☑ Enable computer audio conferencing (Not available to participants using Web Clients) ⦿ Two way computer audio for all participants ◯ One way audio broadcasting (mute attendees) ☐ Enable telephone conferencing Conferencing provider: [Other ▾] Note: Telephone information is included in meeting invitations only when Telephone conferencing is enabled. ☐ Allow meeting participants to use "Join Conference" to have Live Meeting call their phone instead of dialing in ☑ Display the toll free phone number to meeting participants in the Live Meeting client. ☑ Display the toll phone number to meeting participants in the Live Meeting client.
17.	If you will be using a teleconference line, enter the toll free number as well as the participant code for attendees.	Toll-free meeting phone number: +1 Country/region: [United States/Canada/Caribbean ▾] City/area code: [ ] Local number: [ ] Toll meeting phone number: +1 Country/region: [United States/Canada/Caribbean ▾] City/area code: [ ] Local number: [ ] Participant code: [ ] Leader code: [ ]
18.	The participant code should also appear in this field.	Additional dialing keys: The additional dialing keys are only used by Meeting Recording and for connecting Telephone and Computer Audio. The participant code is automatically inserted from the setting above. Sample dialing keys: ppppp <participant code> #ppppppp# Actual dialing keys: [ ] <participant code> 8971997 Valid characters: 0123456789*#p Each 'p' is a one second pause ppppp indicates a five second pause
19.	Set the Recording options as shown here.	**Server Recording** ◯ Disabled in the meeting, but an administrator or organizer who is logged into Live Meeting Manager can still record using the Recording Control Panel. ⦿ Presenter can record Server Recording Access ◯ Only the administrator and organizer can view recordings. They can grant access to individual users. ⦿ All meeting participants can view recordings using their meeting entry information. **Participant Recording to Their Local Computer** ◯ Disable recording to local computer. ⦿ Only presenters can record. ◯ Presenters can record and presenters can allow attendees to record.
20.	Click **Set as Default** if you wish to save these settings for all future LiveMeetings.	**Set as Default**
21.	Click **OK**.	**OK**
22.	Click **Send Invitations**. **Note:** Make sure the Send Invitations using your Email client is selected.	⦿ Send Invitations using your Email client ◯ Send Invitations using Live Meeting [Send Invitations] [Save] [Cancel]

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23. Locate the **Invite Attendees** section of the screen. Select and copy everything in the **Message** box, then past the text into a blank Word document.

Note: Be *sure* you are copying the **attendees'** invitation and not the presenter's invitation to the Word document.

Invite Attendees:
Copy and Paste the content below into your email.
To:
kathleen.fallow@ocio.usda.gov

Message:
When: Wednesday, Aug 29, 2012 10:55 AM (EDT)
Scheduled to Occur: Ongoing

Debra Arnold has invited you to attend an online meeting using Microsoft Office Live Meeting.

https://www.livemeeting.com/cc/aglearn/join?id=TB82MW&role=attend

Meeting time: Aug 29, 2012 10:55 AM (EDT)

24. If you are inviting a guest speaker to your webinar, locate the **Invite Presenters** section. Copy the entire message and past the message into a blank email. Send the email to your presenter, telling them to be sure to save the email, as it provides presenter access to the webinar.

Invite Presenters:
Copy and Paste the content below into your email.
To:
kathleen.fallow@ocio.usda.gov

Message:
When: Wednesday, Aug 29, 2012 10:55 AM (EDT)
Scheduled to Occur: Ongoing

Debra Arnold has invited you to present an online meeting using Microsoft Office Live Meeting.

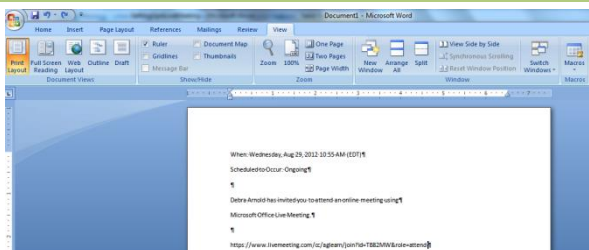https://www.livemeeting.com/cc/aglearn/join?id=TB82MW&role=present&pw=G%60OJz9%7E%60Ojt

Meeting time: Aug 29, 2012 10:55 AM (EDT)
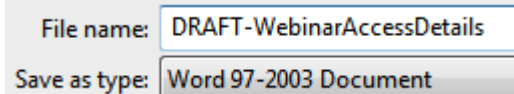
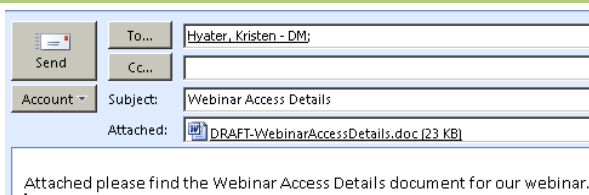AUDIO INFORMATION

25. Click **Done**. (but you're not!)

26. Return to the Word document you created earlier. Format this document and add any additional information needed about the webinar. User previous Webinar Access Details documents to guide you.

27. Save the document as **DRAFT-WebinarAccessDetails.**

File name: DRAFT-WebinarAccessDetails
Save as type: Word 97-2003 Document

28. Mail the document to the AgLearn POC.

To... Hyater, Kristen - DM;
Cc...
Subject: Webinar Access Details
Attached: DRAFT-WebinarAccessDetails.doc (23 KB)

Attached please find the Webinar Access Details document for our webinar.

Note: The AgLearn POC can now build the Item and Scheduled Offerings needed for AgLearn registration. Please allow at least a week for the AgLearn POC to complete this task.